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NATIONAL FOREIGN INTELLIGENCE BOARD

WASHINGTON, D.C. 20505

8 January 1987

MEMORANDUM FOR: Holders of Director of Central Intelligence Directive Series

FROM: Executive Secretary, NFIB

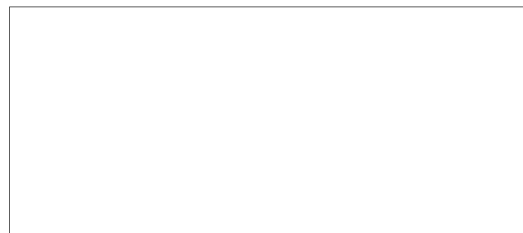
SUBJECT: Amendments and Additions to the DCID Series

1. Attached, please find:

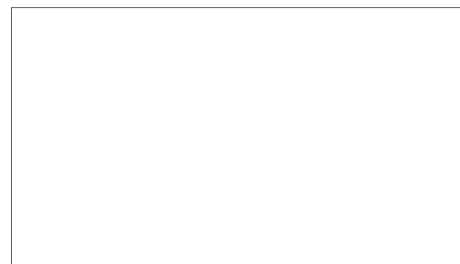
- DCID 3/14, amended to reflect the disestablishment of the DCI's Security Committee;
- Annex A of DCID 3/14, amended to indicate its effective date; and
- Annex B of DCID 3/14, which has just recently been coordinated by the Intelligence Community and approved by the Acting Director of Central Intelligence.

2. Pursuant to the provisions of Executive Order 12356, the DCID Series is considered a sensitive document and is controlled as SECRET/NOFORN, unless otherwise specified. Requests for exceptions to this stipulation should be forwarded to the Executive Secretary, NFIB, for consideration by the Acting Director of Central Intelligence.

Attachments:
As Stated



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DCID 3/14-1
(Updated January 1987)**DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE 3/14¹****INFORMATION HANDLING COMMITTEE**

(Effective 4 May 1982)

Pursuant to the provisions of Section 102 of the National Security Act of 1947 and Executive Order 12333, an Information Handling Committee (IHC) is hereby established.

1. Mission

The Committee will advise the Director of Central Intelligence (DCI) on the establishment of common objectives for Intelligence Community information handling and coordinate the achievement of these objectives through improvement and integration of Intelligence Community information handling systems.

2. Definition

Information handling includes the functions of receipt of information from collection sources, dissemination, transformation, indexing, categorization, storage, retrieval and presentation, automatic data processing, telecommunications, and teleprocessing related thereto.

3. Functions

Under the general guidance of the Deputy Director of Central Intelligence, the Committee will:

- a. formulate and recommend to the DCI policies and programs for the establishment of an Intelligence Community information handling system;
- b. monitor and coordinate implementation of plans and programs approved by the DCI;
- c. recommend to the Intelligence Community improvements in methods and facilities for information handling that will eliminate unwarranted duplication of files;
- d. develop and promulgate within the Intelligence Community standards, procedures, and formats for the representation of information to facilitate its exchange among Intelligence Community components and establish procedures to promote Intelligence Community compliance with applicable Federal Government data standardization programs;²
- e. monitor and report on research and development efforts in the scientific, academic, and industrial communities in information science to ensure optimum use of this research by the Intelligence Community;
- f. identify Intelligence Community research and development needs and promote interagency exchanges of information and cooperation in research and development of information processing;
- g. in coordination with the DCI SCI Forum³, ensure that the security aspects of information handling systems are given appropriate consideration; and
- h. promote the establishment of education and training programs in information science.

¹ This directive supersedes DCIDs 1/4 and 1/15, effective 18 May 1976.

² Federal Information Processing Standards Publication No. 28, *Standardization of Data Elements and Representations*, 5 December 1973, U.S. Department of Commerce, National Bureau of Standards.

³ See DCID 1/11, dated 3 July 1986, paragraph 2.e.

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4. Intelligence Community Responsibilities

Upon request of the Committee Chairman, Intelligence Community components shall, within established security safeguards, provide information pertinent to the Committee's mission and functions.

5. Composition and Organization

The Committee Chairman will be appointed by the Director of Central Intelligence.

The members of the Committee will be representatives designated by Intelligence Community principals.

The Chairman will establish subcommittees, working groups, and advisory bodies as necessary to support the work of the Committee.

With the approval of the DCI, the Committee Chairman may invite representatives of relevant United States Government entities with national security interests to participate as appropriate.

The Committee will be supported by an Executive Secretariat.

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ANNEX A

INTELLIGENCE REPORTING FORMAT INITIATION AND CHANGE

(Effective 9 July 1986)

Pursuant to the functions and responsibilities assigned to the Intelligence Information Handling Committee by Director of Central Intelligence Directive 3/14, responsibilities and procedures governing the introduction and alteration of formats for electrically disseminated finished and end product intelligence reporting are herewith established.

1. PURPOSE

This Annex establishes responsibilities and procedures for ensuring timely coordination of new and revised formats for electrically disseminated finished and end product intelligence reporting, other than military tactical intelligence. It seeks to facilitate timely consultation among Intelligence Community organizations to prevent disruption of the flow of intelligence within the Community's automated processing and dissemination systems.

2. DEFINITIONS

A format is the structure into which substantive intelligence is organized for reporting purposes. It consists of a set of structural, syntactical, and orthographical rules and procedures that are applied in the production of electrically disseminated reporting.

A format change is an alteration of these rules and procedures.

3. RESPONSIBILITIES AND PROCEDURES

- a. Intelligence Community organizations that are responsible for formats for electrically disseminated, formatted finished, or end product intelligence reports shall provide 30 days' notice of intent to implement a new format or to alter one in current use. The notice will be sent to the designated information handling manager of organizations and commands that are direct recipients of the report(s) to be affected.
- b. Under emergency conditions, at the election of its sponsor, a new format or alteration may be implemented immediately and the required notice issued concurrently. In exercising this option under such condition, the sponsor must recognize that the attendant disruption to recipient processing of the affected report(s) may be seriously counterproductive.
- c. Recipients of the above notice shall have 30 days to notify its originator when significant difficulties in accommodating the new or altered format in their automated information processing are anticipated. Alternative modifications may be recommended and time extensions requested, if needed. Negative reports are not required.
- d. New and modified finished intelligence and end product reporting formats, other than those used for reporting military tactical intelligence, shall be in compliance with the Standard for Community Intelligence Reporting Format (DCI/ICS 86-411).
- e. The Intelligence Information Handling Committee will, on request, assist in consultations among concerned organizations seeking to facilitate the introduction of new or altered formats. An information copy of notices required by this Annex will be provided by their originators to the Executive Secretary of the Intelligence Information Handling Committee.

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